



Voting Information News

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"To Do" This Month:

- ✓ Visit the FVAP's website frequently for up-to-date, on-line information and resources from the Program as well as links to other site of interest in carrying out your duties as a VAO. The FVAP is continually updating the website. Remember that the FVAP's site can be accessed either at www.fvap.ncr.gov or www.fvap.gov. The two are identical.
- ✓ Review the Election Calendar found in Appendix B of the *Voting Assistance Guide* on the website to know which states are holding primary elections in August and September. Remind citizens from these states to request their absentee ballots.

***A roundup of voting news from the Federal Voting Assistance Program (FVAP)
For voters, potential voters and those who assist voters.***

DoD Issues Revised Directive Defining the Federal Voting Assistance Program

On June 3, 2002, the Deputy Secretary of Defense, Mr. Paul Wolfowitz, signed a revised directive that defines the scope of the Federal Voting Assistance Program. This directive, DoDD 1000.4, has been sent to the Services and other Federal Executive Departments and Agencies. It is also available at the web address, http://www.dtic.mil/whs/directives/corresp/d10004_060302/d10004p.pdf. Voting Assistance Officers should maintain a copy of this directive in their "continuity folder" to use as a reference document.

DoDD 1000.4 directs that all eligible UOCAVA voters receive information about registration and voting procedures and materials pertaining to scheduled elections, including dates, offices, constitutional amendments, and other ballot proposals. Every eligible voter shall:

- Have, unless military necessity precludes it, an opportunity to register and vote in any election for which he or she is eligible.
- Be able to vote in person or by absentee process when local conditions allow the voter to participate in the electoral process.
- Receive voting assistance in a manner that safeguards the integrity of the electoral process and secrecy of the ballot.

The revised directive also implements recent changes to the UOCAVA and other statutes, as well as recommendations resulting from reviews of the Program by the DoD Inspector General and the

General Accounting Office. Some of the significant changes include:

- Service Voting Action Officers should be a civilian employee in the grade of GS-12 or higher. If a military member is assigned, that member should be at least at the level of O-4, if an officer, or E-8, if an enlisted member.
- Installation Voting Assistance Officers should be a GS-12 or O-4 or higher.
- Unit Voting Assistance Officers should be assigned in all units with 25 or more personnel and should be at the O-2/E-7 level or above.
- Services shall establish the ratio or maximum number of voters that can be represented by a Voting Assistance Officer.
- Inspectors General will review the Services' voting assistance programs annually at every level of command to ensure compliance with DoD regulations and public law.
- All major command, Installation and Unit Voting Assistance Officers should attend a FVAP Voting Assistance Workshop during even-numbered years.
- Comments on the performance as a Voting Assistance Officer shall be included in the performance report of members assigned as VAOs.

Voting Assistance Officers should inform their superiors of these new requirements and should maintain records of their work as a VAO so their efforts can be recognized in their performance evaluations.

Ordering Election Materials



"We know the best way to enhance freedom in other lands is to demonstrate here that our democratic system is worthy of emulation."

—Jimmy Carter

State Department: To restock supplies, each post should order the Federal Post Card Application (FPCA, SF-76) and Federal Write-In Absentee Ballot (FWAB, SF-186) forms through the normal General Services Administration (GSA) supply channel. GSA requires the funding information, the stock number, and the quantity. The Department recommends that each post stock four FPCAs for each potential voter. The FPCA stock number is 7540006345053. The Department recommends that posts stock at least one FWAB for each potential voter. The FWAB stock number is 7540012184384. For expedited service, send a request to GSA, Attn: Pat Bright, via e-mail at burlington.cscorder@gsa.gov or by fax: 215-656-7441; tel: 215-656-3805

Ordering procedures for the Uniformed Services are in the September 2001 VIN (available on the FVAP website).



Stateside

Indiana

The Secretary of Defense has declared a state of emergency to exist for Indiana UOCAVA citizens serving in Operation Enduring Freedom. This declaration will allow affected UOCAVA citizens to request and receive blank ballots and to return their voted ballot via facsimile, if they choose. But by sending their voted ballot via fax, the citizen must waive their right to a secret ballot. This emergency will exist until the end of 2002. On January 1, 2003, a new Indiana law will take effect that will permanently permit UOCAVA citizens to transmit these voting materials via fax.

Special State Write-In Absentee Ballots

Where available, State Write-In Absentee Ballots facilitate the voting process for members of the Armed Forces and other overseas citizens away from their electoral jurisdictions. These forms cover citizens who are unable to receive regular mail service due to military contingencies or special circumstances such as those faced by submariners, Peace Corps volunteers, missionaries or others in remote areas. Unlike the Federal Write-In Absentee Ballot that allows voting for Federal offices only, State Write-In Absentee Ballots provide a more complete slate of offices to be voted upon including Federal, state, and local offices.

In order to receive a State Write-In Absentee Ballot, the voter shall state on their FPCA form that due to military or other contingencies that preclude normal mail-delivery, the voter will not be able to receive, vote, and return the regular state ballot in time to be counted. The printed edition of the Voting Assistance Guide contains stickers following the State sections for States that authorize State Write-In Absentee Ballots. These stickers should be placed in Block 7 of the FPCA. State Write-In Absentee Ballots are made available to voters 90 to 180 days prior to a general election and are offered by the following states: Alabama, Arizona, California, Colorado, Connecticut, Delaware, Florida, Georgia, Indiana, Iowa, Louisiana, Maine, Missouri, Nebraska, New Hampshire, North Dakota, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, Wisconsin and Wyoming.



Voting Continuity Folders

Due to rotation assignments in the Uniformed Services, Federal agencies, Embassies/Consulates, and international organizations and corporations, new Voting Assistance Officers (VAO) are appointed frequently. Many times these new VAOs are unfamiliar with their duties and responsibilities. For this reason, the FVAP stresses the importance of developing and/or maintaining a voting continuity file which can be given to your successor. The continuity file should provide basic details on absentee voting procedures, contain key election materials, websites or anything that may help your successor perform successfully. The continuity file should also provide the VAO with a quick orientation of his or her voting responsibilities and duties in helping to meet the organization's absentee voting needs.

The main duty of a VAO is to obtain and distribute voting related materials and to provide assistance to all of the citizens that they are appointed to help. The VAO helps ensure that these citizens understand how to vote absentee and what their voting rights are under the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*.

The following is a list of the resources and services that are available to VAOs to help them carry out a successful Voting Assistance Program. The voting materials should be available through normal supply distribution channels. If you are having trouble obtaining these materials, please contact your Service Voting Action Officer for further assistance (contact information listed below).

LIST OF INFORMATION SUPPORT MATERIALS AND SERVICES

- **Voting Assistance Guide (VAG)** - This is the primary source of information for a VAO. The VAG contains valuable, detailed information on how to carry out your duties as a VAO along with state-by-state (and territory) instructions and guidelines for voting absentee.
- **Federal Post Card Application (FPCA, SF-76)** - The form is accepted by all states and territories as a simultaneous request for registration and/or an absentee ballot. When completing the FPCA, procedures contained in the VAG

should be followed closely as an incomplete or incorrect FPCA could result in disenfranchisement.

- **Federal Write-In Absentee Ballot (FWAB, SF-186)** - A back up ballot available to citizens outside the United States, including those at APO/FPO addresses, if they have not received the requested regular absentee ballot from their state after having applied for it early enough so that the request was received by the local election official at least 30 days before the election. This back-up ballot generally includes Federal offices and is valid only for the general election. The voter can write in the names of candidates or party preference for each Federal office on the ballot.

- **FVAP Website: www.fvap.gov** - The site provides an overview of the FVAP as well as electronic access to many of the materials and all publications provided by the FVAP. In addition, it contains links to state government homepages and other sites with election information. The website is updated on a regular basis to provide the most current information and news for UOCAVA citizens.

- **FVAP Training Workshops** - A training workshop presentation, with valuable information on how to assist potential voters can also be found on the site. There are two versions of the training workshop, one version focuses on the duties and responsibilities of VAOs in the Uniformed Services, while another version is geared towards VAOs serving overseas citizens.

- **Voting Action Plan** - This action plan provides guidance and implementation of the FVAP's worldwide voter assistance program and focuses on the role and duties of a VAO, such as conducting voting assistance workshops. The plan is distributed by the Secretary of Defense to all DoD Components and other Executive Branch Agencies with citizens covered under the UOCAVA.

- **DoD Voting Information Center (VIC)** - An automated telephone system which contains election information and allows direct access to incumbent members of Congress, State Governors, State Chief Election Officials, and Service or State Department Voting Action Officers. Prior to an election, messages from candidates for Federal offices and State Governors are also available.

(Continued on Page 4)

Voting Action Officers

Department of State: Office of American Citizen Services

Chief VAO: Mr. Jack Markey, **tel:** (202) 736-4937, **fax:** (202) 647-6201, **E-mail:** markeyjd@state.gov
 Deputy VAO: Mr. Stuart Denyer, **tel:** (202) 647-3495, **fax:** (202) 647-6201, **E-mail:** denyersr@state.gov

Service Voting Action Officers

Dept. of the Army: Mr. James Davis **tel:** (703) 325-4530 **DSN:** 221-4530; **fax:** (703) 325-4532
DSN fax: 221-4532; **E-mail:** davisj@hoffman.army.mil
 Dept. of the Navy: Mr. John Hillis **tel:** (901) 874-4369, **DSN:** 882-4369; **fax:** (901) 874-2689,
DSN fax: 882-2689; **E-mail:** p662b@persnet.navy.mil, www.persnet.navy.mil/nvap
 Dept. of the Air Force: TSgt Sophia Barnard **tel:** (210) 565-2563, **toll free:** 1-800-558-1404, **DSN:** 665-2563;
fax: (210) 565-2543, **DSN fax:** 665-2543; **E-mail:** Sophia.Barnard@afpc.randolph.af.mil
 Marine Corps: GySgt Kenneth B. Warford **tel:** (703) 784-9511, **DSN:** 278-9511;
fax: (703) 784-9828, **DSN fax:** 278-9828; **E-mail:** warfordkb@manpower.usmc.mil
 U.S. Coast Guard: MCPO Jeff Creighton **tel:** (202) 267-1636, **fax:** (202) 267-4823;
E-mail: jcreighton@comdt.uscg.mil

All of the above can also be reached through the DoD Voting Information Center and the FVAP website.

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 Department of Defense
 Washington
 Headquarters Services
 1155 Defense Pentagon
 Washington, DC
 20301-1155

PHONE:
 (703) 588-1584
 DSN 425-1584

FAX:
 (703) 588-0108
 DSN 425-0108

VOTING INFORMATION
 CENTER:
 (703) 588-1343
 DSN 425-1343

TOLL FREE:
 1-800-438-VOTE (8683)

E-MAIL:
vote@fvap.ncr.gov

www.fvap.gov
www.fvap.ncr.gov

Vote!

Voting Continuity Folders (continued)

- **Electronic Transmission Service** - This Service allows election materials, including registration and ballot applications and ballots, to be faxed between the local election official and the absentee voter, where faxing procedures are accepted by state law. Check the VAG for state specific information and guidelines.
- **Voting Information News (VIN)** - A monthly publication generated by the FVAP which contains information on elections and other voting-related matters that may affect UOCAVA citizens. Send an e-mail to vote@fvap.ncr.gov with the subject line "Subscribe" to receive your copy of the VIN.
- **Voting News Releases** - An announcement with time-sensitive information impacting UOCAVA citizens. These announcements are released on an as-needed basis.
- **Election Calendar** - The year 2002 Election Calendar lists the primary election

dates in all the states, territories, and the District of Columbia; primary runoff dates; states which have U.S. Senate and Governor races; and the number of U.S. Representative seats up for re-election.

- **Motivational Posters** - Inspirational voting posters available for VAOs. Distribution is made through normal supply channels.

- **Ombudsman Service** - If local assistance is not available, the FVAP can help to resolve voting related issues or answer questions concerning procedures for registration and ballot requests, including timely receipt of ballots.

The FVAP hopes that this has provided an insight into the voting assistance officer program and available resources for carrying out your program (Be sure to put a copy of this newsletter in your voting continuity file for future VAOs). If you have additional questions or comments, please contact your Service Voting Action Officer or the FVAP directly.

About Our Organization...

Voting Information News provides information for citizens and Voting Assistance Officers and is published monthly by the FVAP.

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